WORD SIGNS MADE EASY;

or, Word-Sign Sentence Dictation Book

MRS. M. A. HARDCASTLE

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PITMANIC WORD-SIGN BOOK

Class Z 56

Book .H 25

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WORD SIGNS MADE EASY

or

Word-Sign Sentence Dictation Book

BY

MRS. M. A. HARDCASTLE

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Preface.

THIS book is devoted entirely to word signs. Sentences have been made from word signs almost exclusively, and have been prepared with great care in order that all the word signs would be embraced in as few sentences as possible, so that the pupil in writing these exercises will soon become familiar with the word signs, without first having to commit them to memory and then use them in writing afterward, which is double work.

The greatest task the pupil has in the primary work of the study of shorthand, is to commit the word signs. Then after they think they have them thoroughly learned, and attempt to take them out of the list and start to write, they find they still are not sure of position, which makes slow work for the student, and tedious for the teacher to watch carefully and see that they use them properly, *as word signs must go to their position.*

The correct signs are here placed under the longhand words and the pupil writes the sentences correctly and learns the word signs while he writes, thus taking away the feeling "I can never commit them," which every student experiences when the word signs are reached, and many have become discouraged and would not go on with the work on that account. I have tried the method adopted by this book and find that the pupil after writing the sentences a few times knows the signs, and rather enjoys writing them; hence "Word Signs Made Easy," is of value to both student and teacher.

Introduction.

THE object of this book, "Word Signs Made Easy," is to lessen the work of both teacher and pupil, by making what has heretofore been a "bug-bear" to every shorthand learner, a pleasant and agreeable task.

If the student writes and re-writes these two hundred and forty sentences, which contain all the Pitmanic word signs, he will have unconsciously committed them without knowing *when* or *how* but they will be *there,* ready for use, in their proper positions, when he is ready for dictation.

The use of this book does not necessarily shorten the Course —simply a triumph over the old method of memorizing long lines of abstract words in groups like the following, "by, be, to-be,"—"each, which, much," etc., which most surely retards speed in writing, long after the student is doing practical work in phonography, as he will invariably stop to say the group in his mind before writing the character in its right position, therefore I can recommend this work for use in all schools and colleges using the Pitmanic system (no matter what text book they may have adopted), as one of the greatest helps of the age.

To the Student.

HAVING familiarized yourself with the word signs, etc., set forth in this book, your next step is to take dictation and transcribe same on the typewriter. Before doing so, a few words might be said in regard to this important part of your work. There is a tendency on the part of so many pupils to hurry, thinking that speed is the one necessary requisite to success. Do not do this, but rather cultivate the habit of carefulness from the first, especially do not strike wrong letters on the machine, and if you do, either erase neatly or re-write. Do not place your work on file for correction until you have looked over it carefully, correcting all errors you may find; this will help the teacher in forming an opinion of your general work. You may read your notes well and may transcribe quickly, but if the copy appears on the file full of mistakes, the teacher cannot help but think that such student will not make a successful stenographer; therefore, in order to make yourself a valuable office assistant, be neat, careful, accurate, and above all, do not speak business matters outside of your office, and you will by so doing command the confidence and respect of your employer.

L. of C.

WORD SIGNS MADE EASY.

VOWEL AND DIPHTHONG SIGNS.

Light Ticks

· the	\ of	ı or	on-he-him
· a-an	\ to	ı but	/ should
· and			
\ all	ı awe	/ ought-aught	
\ two-too	ı owe-O-Oh	/ who-whom	ɓ whose
‹ we-with			› what
‹ were			› would
ᴗ ye			⌒ beyond
ᴗ yet			⌒ you

Brief "W" scale according to Dot and Dash Vowel sounds.

Heavy Dot and Dash vowel sounds.

‹ wē	› wa̤w
‹ wā	› wō
‹ wȧh	› wo͞o

Light Dot and Dash vowel sounds.

‹ wĭ	› wŏ
‹ wĕ	› wŭ
‹ wă	› wo͝o

Brief "Y" scale according to Dot and Dash vowel sounds.

Heavy Dot and Dash vowel sounds.

ᴗ yē	⌒ ya̤w
ᴗ yā	⌒ yō
ᴗ yȧh	⌒ you

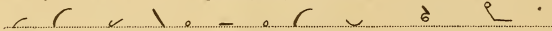
Light Dot and Dash vowel sounds.

ᴗ yĭ	⌒ yŏ
ᴗ yĕ	⌒ yŭ
ᴗ yă	⌒ yo͝o

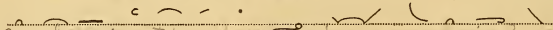
1. Put up that book and come and talk to me a little while.

2. If he had a dollar by him he could buy to advantage to-day.

3. Let your word be as good as your note; always speak the truth.



4. You may go with me on the cars tomorrow, if you can pay your own way.



5. "To-be or not to-be, that is the question?" Immortal Shakspeare.

6. It will not do to go so far North at this cold season of the year.

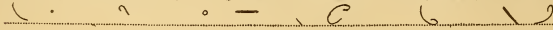
7. The two go out each day together, both for health and pleasure.

8. He had the best instruction public schools afford in this country.

9. It was much to their joy that the request made was really requisite.

10. The company was entirely too large for the boys to accompany them.

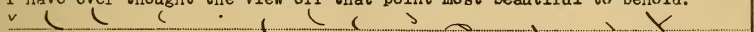
11. If the opportunity is given to learn Phonography be sure to improve it.



12. It was more than a month ago they started for a tour in the far West.

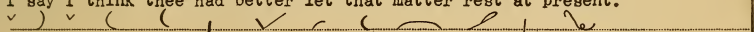
13. There are a few in this world who think they know it all, don't they?

14. I have ever thought the view off that point most beautiful to behold.

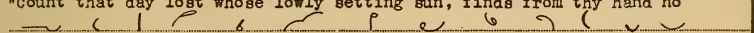


15. She has thanked them many times for their kind interest in her.

16. I say I think thee had better let that matter rest at present.

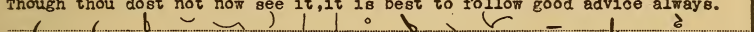


17. "Count that day lost whose lowly setting sun, finds from thy hand no

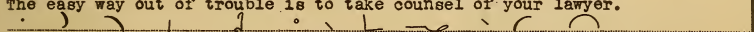


18. worthy action done." Act, that each tomorrow finds us further than to-day.

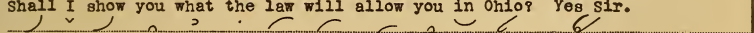
19. Though thou dost not now see it, it is best to follow good advice always.



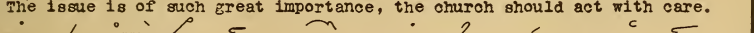
20. The easy way out of trouble is to take counsel of your lawyer.



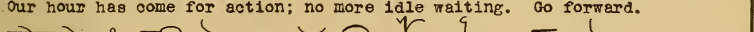
21. Shall I show you what the law will allow you in Ohio? Yes Sir.



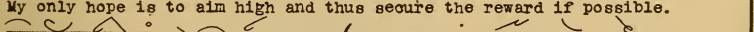
22. The issue is of such great importance, the church should act with care.



23. Our hour has come for action; no more idle waiting. Go forward.

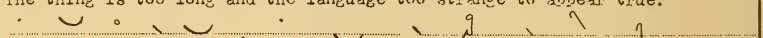


24. My only hope is to aim high and thus secure the reward if possible.

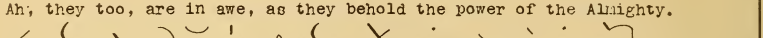


25. I am already familiar with the theory of the subject of his address.

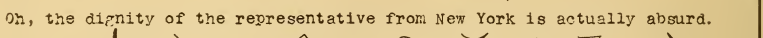
26. The thing is too long and the language too strange to appear true.



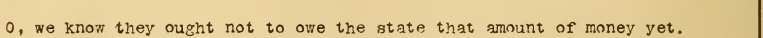
27. Ah, they too, are in awe, as they behold the power of the Almighty.



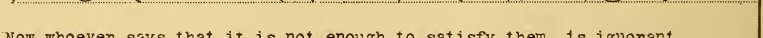
28. Oh, the dignity of the representative from New York is actually absurd.



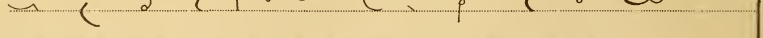
29. O, we know they ought not to owe the state that amount of money yet.



30. Now whoever says that it is not enough to satisfy them, is ignorant.

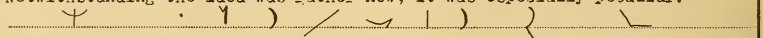


31. Nevertheless, he took the money and used it for an irregular purpose.

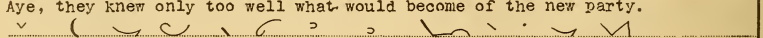


32. Notwithstanding the idea was rather new, it was especially peculiar.

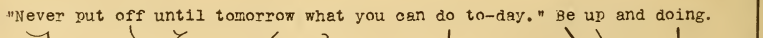
33. Aye, they knew only too well what would become of the new party.



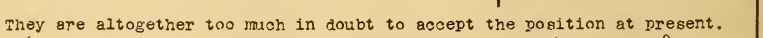
34. "Never put off until tomorrow what you can do to-day." Be up and doing.



35. They are altogether too much in doubt to accept the position at present.



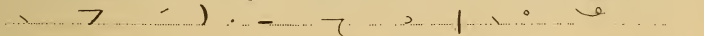
36. However, the popularity of his family may influence the decision.



37. A christian should give to the poor rather than take from them anything.

38. To become a member of the first society you must have good manners.

39. To acknowledge he was a good Catholic would add to his influence.



40. The fact that he came into the estate regularly, made him happy.

41. The effect of the charge will not affect his standing among men.

42. Nobody will pretend or argue the testimony or the report was just.

43. I would like to ask do they look alike? Can anybody answer at once?

44. I refer only to the original value of the Insurance policy.

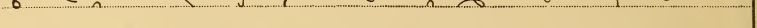
45. Make for thyself a name in the annals of thy country's history.

46. Unto the end thereof, discharge thy duty earnestly and faithfully.

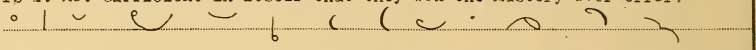
47. All Government, all exercise of power, in whatever form, which is not

48. directed by love and knowledge, is tyranny. Knowledge is power.

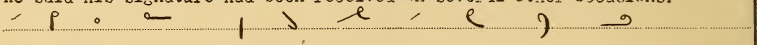
49. Yes, if you want to extend your business you must advertise it often.



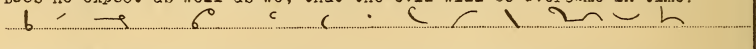
50. Is it not sufficient in itself that they won the mastery over error?



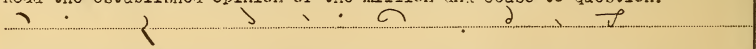
51. He said his signature had been received on several other occasions.



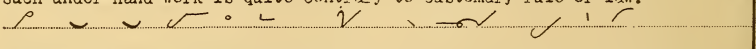
52. Does he expect as well as we, that the evil will be overcome in time?



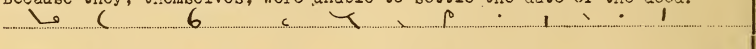
53. Read the established opinion of the million and cease to question.



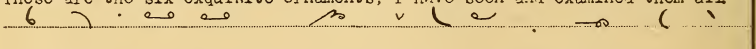
54. Such under-hand work is quite contrary to customary rule or law.



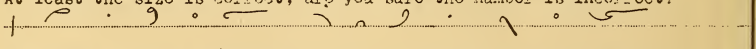
55. Because they, themselves, were unable to settle the date of the deed.



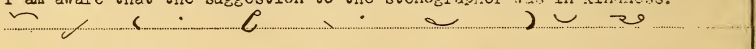
56. These are the six exquisite ornaments; I have seen and examined them all.



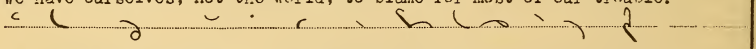
57. At least the size is correct, are you sure the number is incorrect?



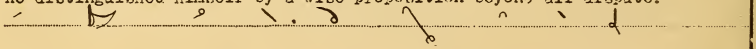
58. I am aware that the suggestion to the stenographer was in kindness.



59. We have ourselves, not the world, to blame for most of our trouble.

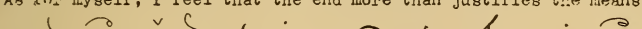


60. He distinguished himself by a wise proposition beyond all dispute.

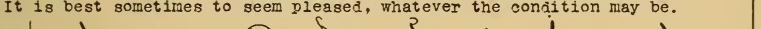


61. Somehow, something suggests you are soon to detect the fraud yourself.

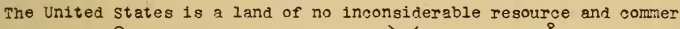
62. As for myself, I feel that the end more than justifies the means.



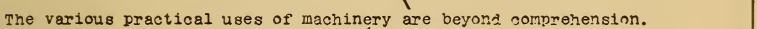
63. It is best sometimes to seem pleased, whatever the condition may be.



64. The United States is a land of no inconsiderable resource and commerce.

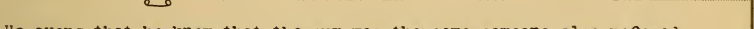


65. The various practical uses of machinery are beyond comprehension.

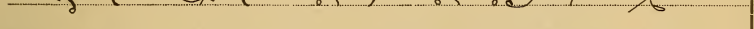


66. There is no excuse; yours is the opportunity to learn your lesson well.

67. He avers that he knew that the sum was the same someone else refused.



68. Alas! he was himself in awe during the patient appeal of the missionary.

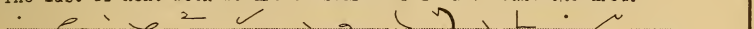


69. Hast thou not heard the Lord, God of hosts, giveth peace to His children?

70. We are all influenced by those around us even without realizing it.

71. The last of next week we are to start for Iowa to take the area.

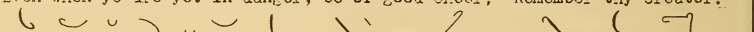
72. Whenever you are ready to pay the debt, deduct and pay the difference.



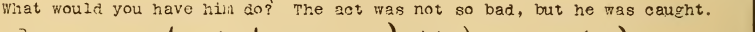
73. Yesterday, while within, we were full of fear which made us melancholy.

74. Once again I ask, "Whence cometh the wind and whither doth it go?"

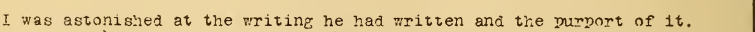
75. Even when ye are yet in danger, be of good cheer; "Remember thy creator."



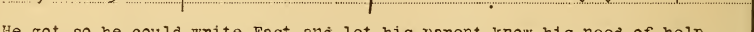
76. What would you have him do? The act was not so bad, but he was caught.



77. I was astonished at the writing he had written and the purport of it.



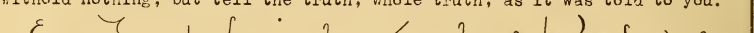
78. He got so he could write East and let his parent know his need of help.



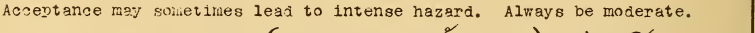
79. I expect light immediately, and will fill the generalization in detail.

80. Withold nothing, but tell the truth, whole truth, as it was told to you.

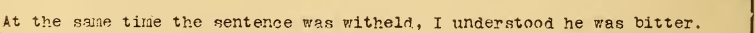
81. Acceptance may sometimes lead to intense hazard. Always be moderate.



82. At the same time the sentence was witheld, I understood he was bitter.

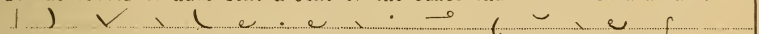


83. You might sooner yield a little than be found guilty when you are not.



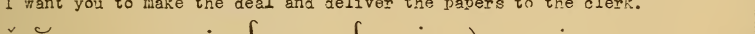
84. They went only as far as Kansas and were glad to relinquish politics.

85. It was better to have sent a cent to the cause than not to send at all.

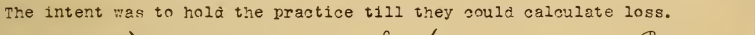


86. Unless compelled he wont go until after they clear him of falsehood.

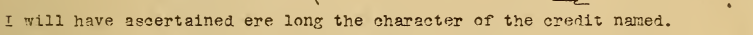
87. I want you to make the deal and deliver the papers to the clerk.



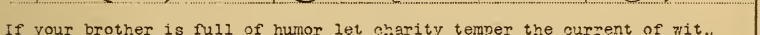
88. The intent was to hold the practice till they could calculate loss.



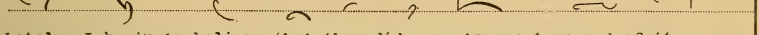
89. I will have ascertained ere long the character of the credit named.



90. If your brother is full of humor let charity temper the current of wit.



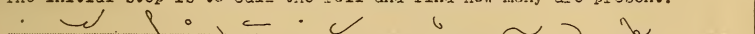
91. Lately, I begin to believe that they did execute exact record of it.



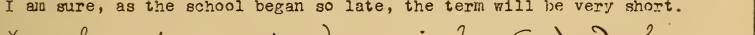
92. Finally, we will be able to hold the entire territory, tho many object.

93. The initial step is to call the roll and find how many are present.

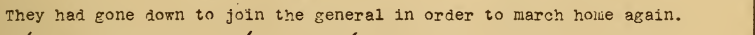
94. I am sure, as the school began so late, the term will be very short.



95. They had gone down to join the general in order to march home again.



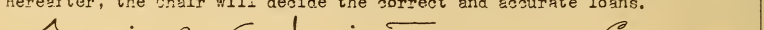
96. To affirm, to offer, to supply with accuracy is in accord with justice.



97. Men and women were equally true in their efforts to save the Union.

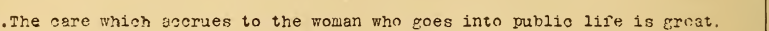
98. Mr., Dr., mere, very full of cheer, therefore very near, also very dear.

99. Hereafter, the Chair will decide the correct and accurate loans.

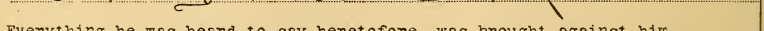


100. Aggregate honor should be estimated by selfish or unselfish spirit.

101. The care which accrues to the woman who goes into public life is great.



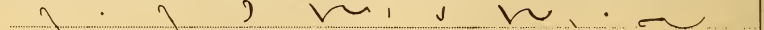
102. Everything he was heard to say heretofore, was brought against him.



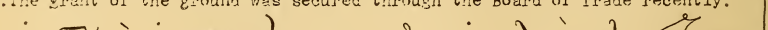
103. I regret to say they propose to protect the evil which has prevailed.

104. Perhaps the property either belonged or did not belong to the grantor.

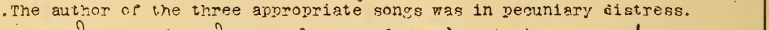
105. The grant of the ground was secured through the Board of Trade recently.



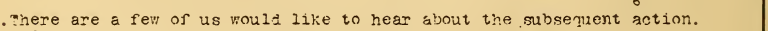
106. The author of the three appropriate songs was in pecuniary distress.



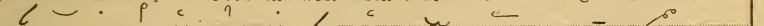
107. There are a few of us would like to hear about the subsequent action.



108. The secret was imparted over the way, to the fortunate correspondent.

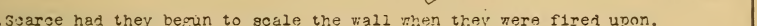


109. Here in the city we treat the hair with evident skill and good results.

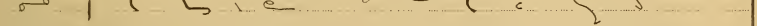


110. The Principal of the higher grade is prepared to teach Stenography.

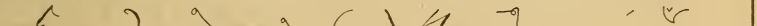
111. Scarce had they begun to scale the wall when they were fired upon.



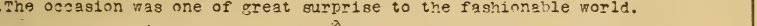
112. Hereafter every separate spread will be charged extra and put on file.



113. The occasion was one of great surprise to the fashionable world.



114. The objection to the exhibition from the Western and Southern section

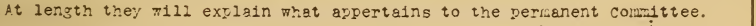


115. came from prominent gentlemen who regard it an insult to the Exposition.

116. At length they will explain what appertains to the permanent Committee.

117. It don't signify whom they appoint as superintendent if he is proficient.

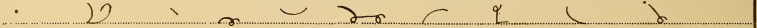
118. I would advise my friend in front, who found the device, to find a second.



119. The accident did not occur because of opposition behind the returns.

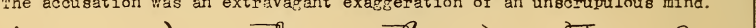
120. I would attend to the collection at once, for the balance is insecure.

121. The Association of Medicine in Wisconsin will instruct for compensation

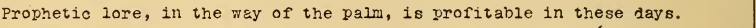


132. Persistent application is the price to be paid for mental acquisition.

123. The accusation was an extravagant exaggeration of an unscrupulous mind.

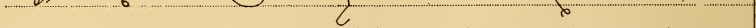


124. Prophetic lore, in the way of the palm, is profitable in these days.

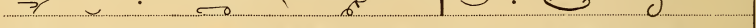


125. Surround yourself in National situation, with the possession of honesty.

126. Kindly note the occurrence of unsolicited aid in the Northern Session.

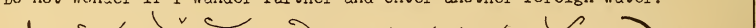


127. The letter father wrote mother was rather longer than writer intended.

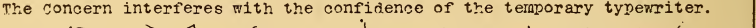


128. Do not wonder if I wander farther and enter another foreign water.

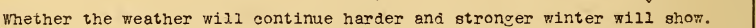
129. The concern interferes with the confidence of the temporary typewriter.



130. Whether the weather will continue harder and stronger winter will show.



131. The latter is lighter than the letter the Commission apprehend annually.

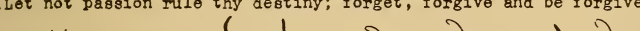


132. Use conversational ability with caution. "The tongue is an unruly member.

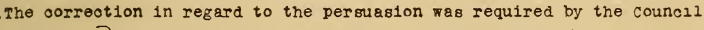
133. Civilization is the realization of freedom inspired by Providence.

134. The direction of the procession was in subjection to their leader.

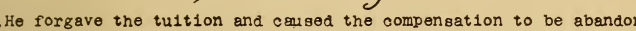
135. Let not passion rule thy destiny; forget, forgive and be forgiven.



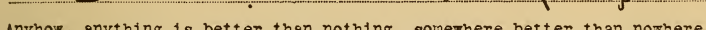
136. The correction in regard to the persuasion was required by the Council.



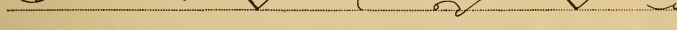
137. He forgave the tuition and caused the compensation to be abandoned.



138. Anyhow, anything is better than nothing, somewhere better than nowhere.



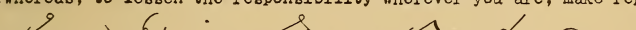
139. If they separate the support it will not provide for either liberally.



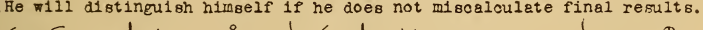
140. Forever thou must lack absolute and perfect confidence in thyself.

141. Whereas, to lessen the responsibility wherever you are, make reparation.

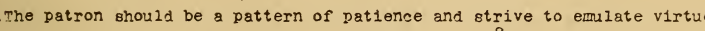
142. He will distinguish himself if he does not miscalculate final results.



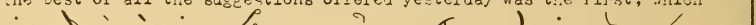
143. The patron should be a pattern of patience and strive to emulate virtue.



144. A man from England says the American mercantile market is unsurpassed.



145. The best of all the suggestions offered yesterday was the first, which



146. came from the New Hampshire gentleman who read the report of the union.

147. I did'nt know the acquaintance continued or I should have objected.

148. If you wish for ease, go elsewhere, only active workers need apply.

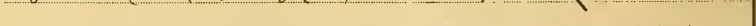
149. The Ruler ruled that a hundred hale subjects should enroll in the army.

150. For aught I know, all who wish can belong to the dignified community.

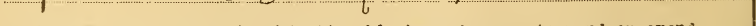
151. The epistle of the apostle was to promulgate the cause to the world.

152. A breath of apprehension gives birth to misapprehension many times.

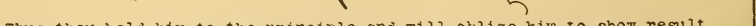
153. Sudden accession to great wealth will often entail immeasurable misery.



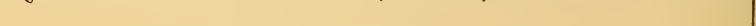
154. I had forgotten the commercial activity connected with cost of building.



155. To impute unjust wrong is objectionable beyond power to mend or amend.



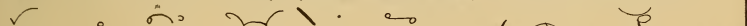
156. Thus they held him to the principle and will oblige him to show result.



157. We feel he will not fail this Fall but will hail examination with joy.

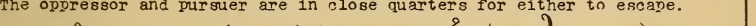
158. They will mutually agree to enlarge their facilities for the event.

159. I will stand somewhat firmly by the consequence, tho most inconsistent.

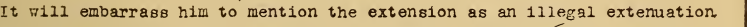


160. Thereon hangs an ingenious tale finely told by the ingenuous guide.

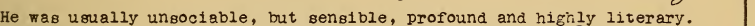
161. The oppressor and pursuer are in close quarters for either to escape.



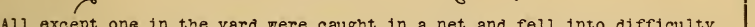
162. It will embarrass him to mention the extension as an illegal extenuation.



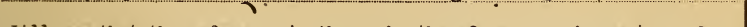
163. He was usually unsociable, but sensible, profound and highly literary.



164. All except one in the yard were caught in a net and fell into difficulty.

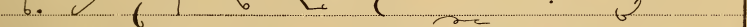


165. I'll see that the reference is thorough, therefore your chance is good.



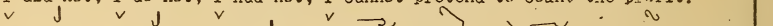
166. It is worse than it appears because they miscalculate the foundation.

167. It occurred to him that he cared not what frame of mind he is in to-day.

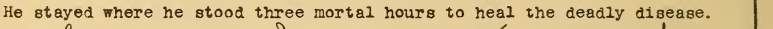


168. The Mortgagee took a transcript of the mortgage and will prosecute.

169. I did not, I do not, I had not, I cannot pretend to count the profit.

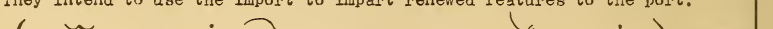


170. He stayed where he stood three mortal hours to heal the deadly disease.

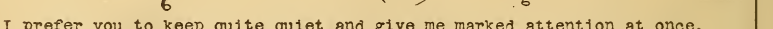


171. They intend to use the import to impart renewed features to the port.

172. I prefer you to keep quite quiet and give me marked attention at once.

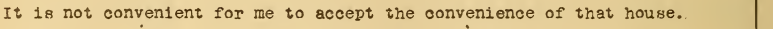


173. It is not convenient for me to accept the convenience of that house.



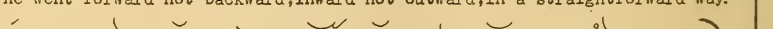
174. He went forward not backward, inward not outward, in a straightforward way.

175. Meanwhile the draftsman misplaced the instrument causing a standstill.

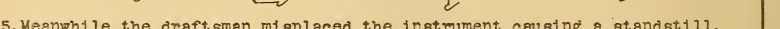


176. In ye olden time, ye oldish people considered comparison most indelicate.

177. I am confident the conceited fellow will find an immoderate surprise.

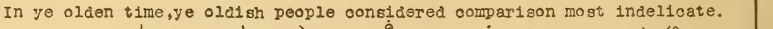


178. For sport he strayed through the smaller fields of Indian Territory.

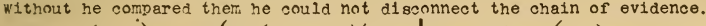


179. To propose an appropriation not in proportion is morally inconsiderate.

180. The incompleteness of the elaborate decorations made labored effort vain.



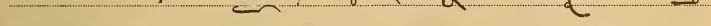
181. Without he compared them he could not disconnect the chain of evidence.



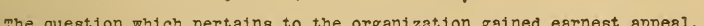
182. It was impossible for the newer usage of the rule to be learnt and used.

183. The consequential men of old anointed the minds of the fallen with love.

184. He believed impending gloom will tend to disturb whithersoever he goes.

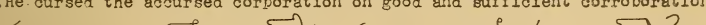


185. The delinquent was punished and will not discommode anyone again.



186. The question which pertains to the organization gained earnest appeal.

187. They expect to accept the abundant count on the abandoned account.



188. He cursed the accursed corporation on good and sufficient corroboration.

189. I only comprehend the comprehensive communication and connection.

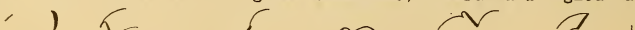
190. The completion of the compilation is evident to the Director's Directory.

191. They were destined to embrace the difficulty differently than deceased.

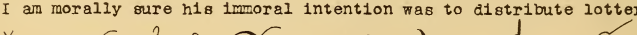
192. The event gave vent to extraordinary illegal as well as legal points.

193. It is immaterial whether the material was legitimate or illegitimate.

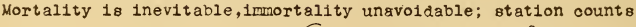
194. He was illiberal and illogical sometimes, liberal and logical at others.



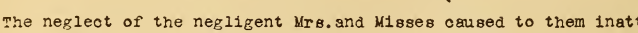
195. I am morally sure his immoral intention was to distribute lottery checks.



196. Mortality is inevitable, immortality unavoidable; station counts naught.

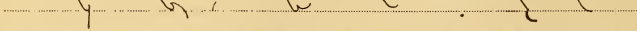


197. The neglect of the negligent Mrs. and Misses caused to them inattention.



198. The private proffer will prevent oppression and provide for the patient.

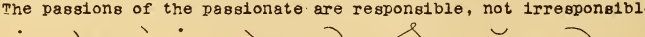
199. The ruined market was renewed by repression and reparation therefor.



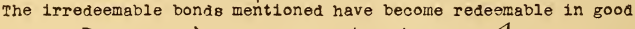
200. Do not starve either body or mind; it will cause terrible trouble.

201. The passions of the passionate are responsible, not irresponsible.

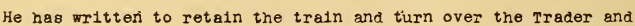
202. The irredeemable bonds mentioned have become redeemable in good money.



203. He has written to retain the train and turn over the Trader and traitor.

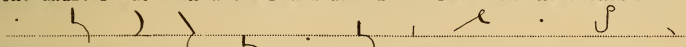


204. The retort surprised and surpassed the appropriate purport prepared.

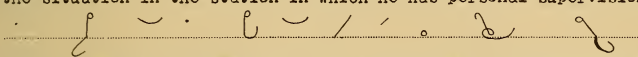


205. The appeal will compel them to comply aright with what they wrote.

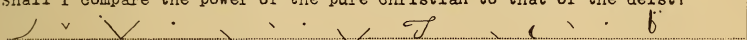
206. The auditor was both doubter and debtor but received the citation to



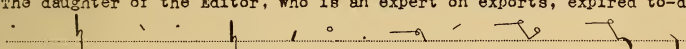
207. the situation in the station in which he has personal supervision.



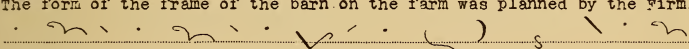
208. Shall I compare the power of the pure christian to that of the deist?



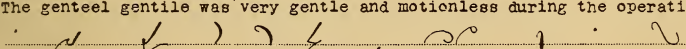
209. The daughter of the Editor, who is an expert on exports, expired to-day.



210. The form of the frame of the barn on the farm was planned by the Firm.

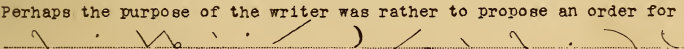


211. The genteel gentile was very gentle and motionless during the operation.

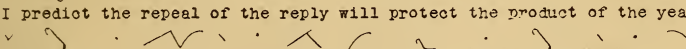


212. A portion of the memoranda was a memorandum from memory of the teacher.

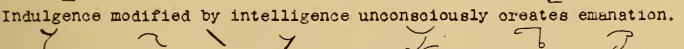
213. Perhaps the purpose of the writer was rather to propose an order for it.



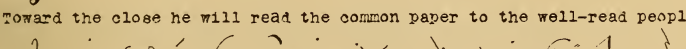
214. I predict the repeal of the reply will protect the product of the year.



215. Indulgence modified by intelligence unconsciously creates emanation.

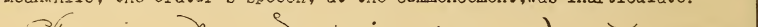


216. Toward the close he will read the common paper to the well-read people.

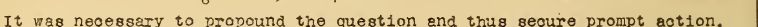


217. Through the instrumentality of an enemy the question was made harder.

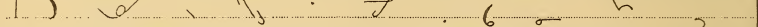
218. Meanwhile, the orator's speech, at the commencement, was inarticulate.



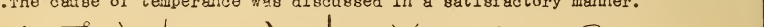
219. It was necessary to propound the question and thus secure prompt action.



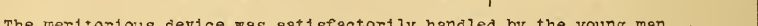
220. The cause of temperance was discussed in a satisfactory manner.



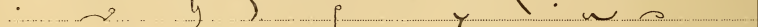
221. The meritorious device was satisfactorily handled by the young man.



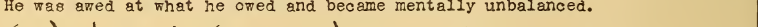
222. He was awed at what he owed and became mentally unbalanced.



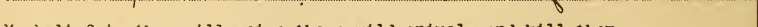
223. My belief is they will seize those wild animals and kill them.



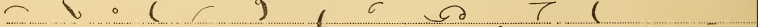
224. I am almost certain he is honest and will properly adjust the defect.



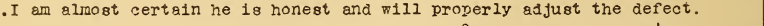
225. He was subjected to criticism on account of his liberal views.



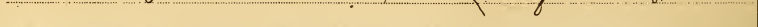
226. He really yielded though ably assisted by his old friends.



227. Although you're away half the time, your irregularity influences no one.



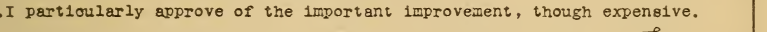
228. I'm sure I saw no more than a thousand advance toward the establishment.



229. I advocate no familiarity between them, past experience is proof of this.

230. It awes me to meet an influential female who owes for stenographic work.

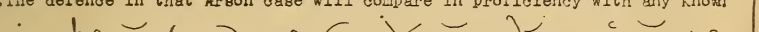
231. I particularly approve of the important improvement, though expensive.



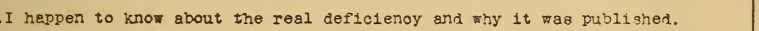
232. Part of the gain appeared to be along the line referred to in my letter.

233. The defence in that Arson case will compare in proficiency with any known

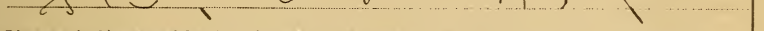
234. I happen to know about the real deficiency and why it was published.



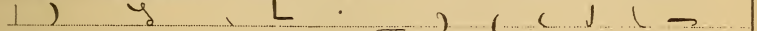
235. It was indispensable to dignify the cure other than that done for gain.



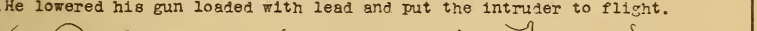
236. He lowered his gun loaded with lead and put the intruder to flight.



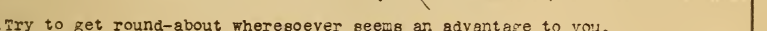
237. Try to get round-about wheresoever seems an advantage to you.



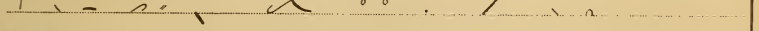
238. Withal that he is not a fool but will devise a plan to explain the



239. merit of his device to those who do not believe in him.



240. Keep in mind that "whatever is worth doing is worth doing well."



To the Teacher.

In addition to the word signs, a list of carefully selected words has been added which will be helpful to the student. As this is not a text-book principles are not explained, but anyone using the in-en-un hook on the "l" and "r" hooks instead of the stem "n" can do so in the writing exercises.

The sound of è and â between the stem and "r" hook can be expressed as follows:

Dirk burn bairn

This sign can also be used to express the dot vowel sounds between hook and stem, using it before the stem for the heavy and after for the light vowels, placing them at right angles, in the position of the vowel sounds, as

Shelf calcimine inhale inhere

Writing Exercises.

Small Circle for S and Z.

gaze gauze smash seethe snatch scoop skinny geyser cask dismal lesser listen coyness misty facility massive soothe amiss cactus absence absentee citizen facetious resource surly house arouse tasty sways aches sorrows phthisic.

Large Circle for Ses and Zes.

possess possesses excessive exhaust desist accuses sauces effaces exercises Texas amuses capsizes successes sausages syzygy saucer races Cicero system.

Loops for St and Str.

stuff stung stubby housed hoist waste socialistic amassed chemist copyist utmost annexed amethyst mixed papist thickest duster deceased faster lobster teamster coaster taskmaster minister monster.

Brief Signs for W and Y.

wide wait wax waxes waxed swig swung dissuade worry qualm untwist unyoke yellow yelp unworthy, whistle esquire twin twain require choir weary willow quickly quench squire squash qualmish quake.

Concurrent Vowels.

pious Dewey doughy payee stoic riot duelist dower mania Powell iota showy squeal squaws squeeze squall squalor.

Half Lengths.

doomed dilate ingot gimlet nipped ranged wrenched magnet limit rectify emulate merit demerit asked notify codify hashed wreathed thatched refit armed method gnashed rushed hatched elevate assert associate assimilate cocoanut emaciate novitiate inviolate nightcap notebook ratified ratifier.

Ed Ticks.

warded worded hinted litigated innovated emaciated melted elevated malted renovated located evacuated assimilated vacated polluted ignited admitted accumulated meted matted limited shouted rivited lifted lighted wilted arrested resisted.

L Hooks.

cloth clothed club climate clutched clapped clubbed clashed acclimate playmate pledged flesh flapped flamed flashed estimable bleach bushel penal shelf kimmel help.

R Hooks.

utter tree fray throw harvest murder dinner color approach grubbed dragged drummed Bridget throbbed trilled lurk dirk burn bairn.

Spl Spr.

explode exploit disabled settled saddle supplied cycle seclude sable split sobered strayed secrete sprat spread strut bowsprit discreet described disperse desecrate dishonored.

N Hooks.

persuasion hansom transit strained screen frowned crowned grinned train plain print shrine flaunt flaunts flaunted brunt clean friend friends tints paints ascend second plaintiff printer brandish blondes blinds frontier flints chagrin plunder punster dance danced.

F and V Hooks.

strive drive drives deprive deprives retrieve engrave engraver cough coughed cuff heifer rival rivalry dive dives roof rave raves achieve puff abaffed doff devise advise.

In En Un Hooks.

inspire uninspired uninstructive unstrung instrument insult unsolicit unsurmised insert enslave inseparable.

Sn and Shun Hooks.

passion lotion motion notion session national exception fashion passionate application factionist elocutionist annexation arson arsenic medicine Wisconsin magazine mason masonry decision disposition compensation pulsation.

Shading and Lengthening.

scamper renter winter water cumbered pamper unanchored unfetter finger lumber linger falter matter mother lighter letter hither weather.

Tick for H.

hem hum whether hamper hampered hemmer whistle horse whit whet whine whale harm harmless.

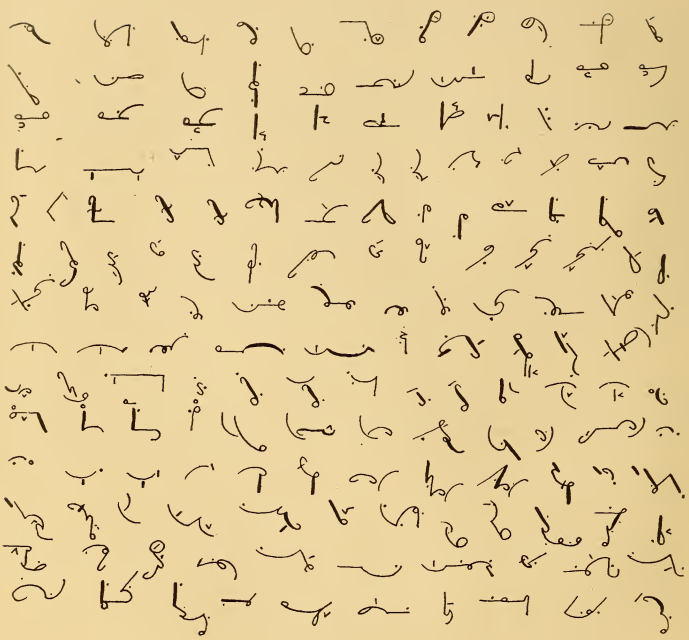
Disjoined Words.

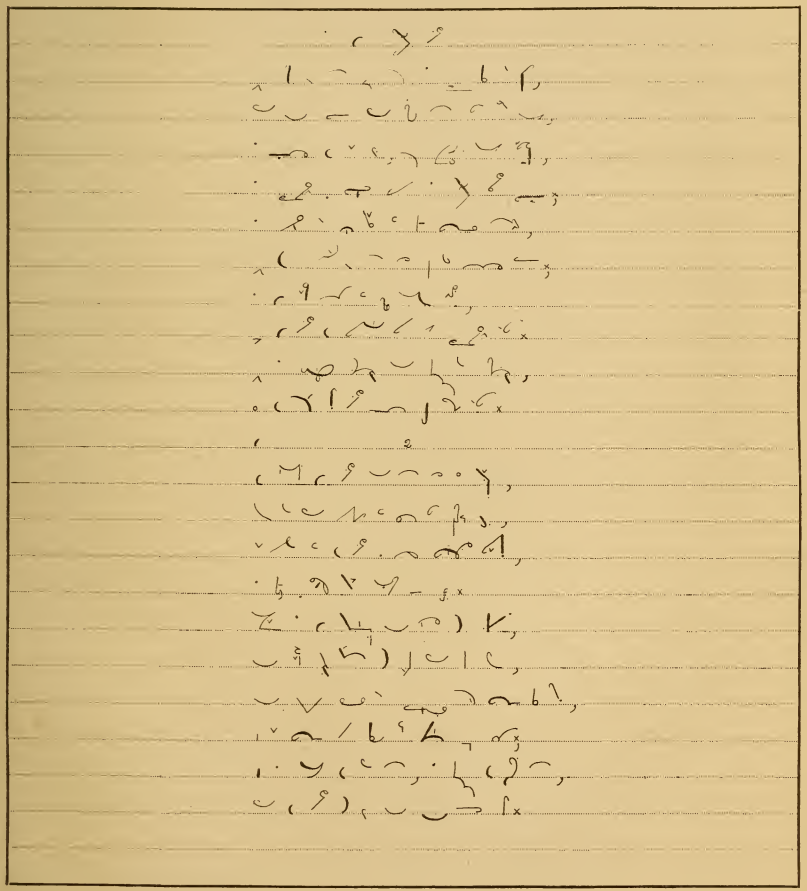
punishment substitute institute missapplied instrumentality olden meanwhile oldish propound dreadfulness peacefulness harmfulness impend impugn by-path ungratefulness appropriateness brightness faithfulness undermined denser upholsterer all-unconscious.

Prefixes and Affixes.

concoct concomitant concrete complain complex confident cumbrance cognomen cognate condemn contraband contradiction countermine counterpart counterbalance countermand incumbent incumbrance incompetent encompassed inconstant uncompromising uncontrolled recognition unrecognition irreconcilable recompense reconsider discomfit discomfort magnanimity magnetism magnetic magnetize magnificence magnify magnitude circumvent circumference circumscribe circumnavigate self-assumed self-contradiction self-pleasing self-praise self-evident self-important self-dependent self-destruction her-own-self one's-self your-own-self our-ownselves self-destruction self-esteem self-interest forewarn forfeiture foreknown forepart forsake forefather foreground foreman fashionable pardonable accountable sensibly responsible insensible friendship hardship workmanship clerkship himself ourselves themselves myself fellowship guardianship copartnership partnership horsemanship meeting pleading treating debiting meetings pleadings beatings knowingly willingly hesitatingly understandingly manhood falsehood neighborhood womanly detrimental shortly regimental supplemental all-commanding all-comforting All-Fools-Day all-considerate all-absorbing.

READING EXERCISE





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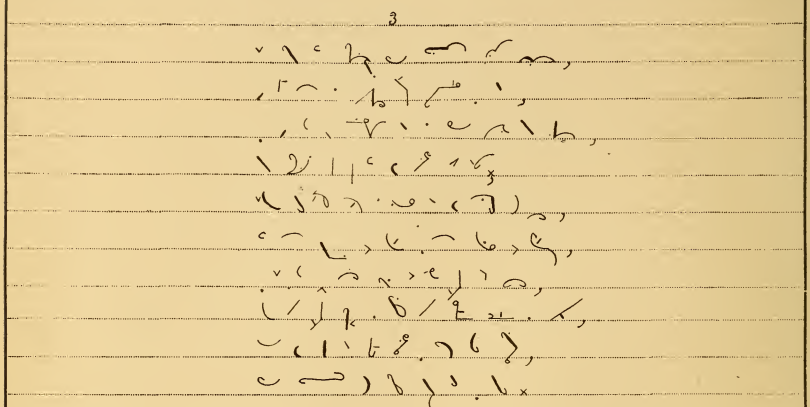

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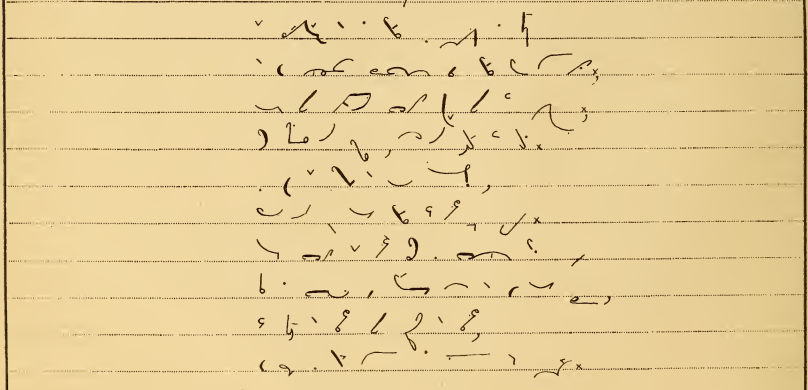
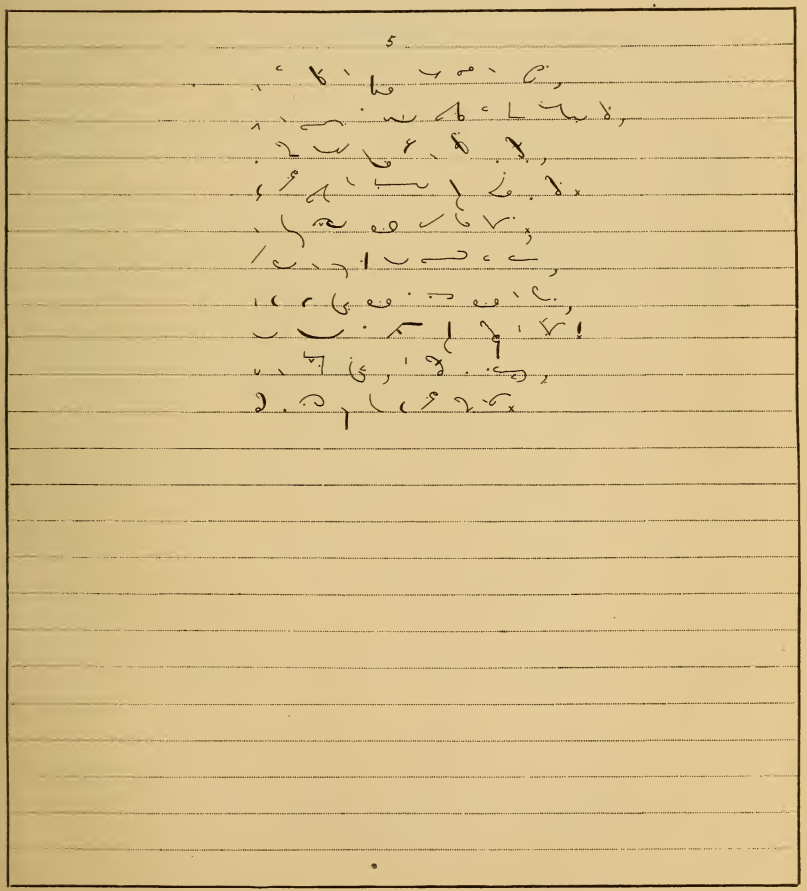




Phrasing.

Two or more words written together constitute a phrase. They are classified as follows:

First—Those written in all kinds of matter, which may be used without effort at memorizing. These are made by writing words together without change of outline; that is, each word sign keeping its original form.

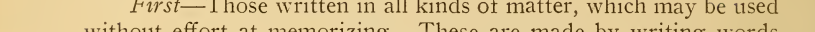
Second—Consists of words that are arbitrarily contracted in order to increase speed where the same expressions are of frequent occurrence. In these the original form is changed and a modification used to represent one or more words, which when standing alone would be written with a single stem or brief sign.

Third—The third class of phrases are almost wholly arbitrary and are used in law terms and by reporters. These can be gotten from Phrase-books, but the student should memorize only such as are necessary in his special line of work.

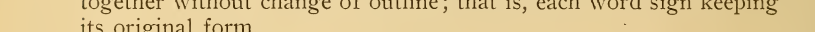
WORDS THAT SHOULD ALWAYS BE PHRASED:

THE used in the form of a tick when following a word not separated by a period; thus,

Of the to the on the should the and the

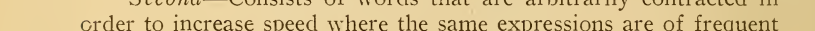


For the by the at the that the was the



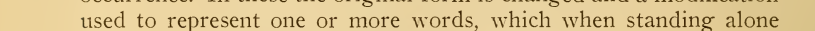
WORDS THAT SHOULD NEVER BE PHRASED ARE:

All the to whom to go



Phrase signs are governed by the first word of the phrase, the first word being written in its position, rising or falling somewhat so that the second stem may be in perfect position, as

Whatever without all-wise although already



Practice Sentences on Phrasing.

1. I-have-received your-letter and will-be-glad to-go with you.

2. I-am-sure it-will-be sometime before I-will-do the thing you-wish.

3. I-will-call upon you as-soon-as I return from-the city.

4. I-will-not remain in New York any-longer-than necessary.

5. I-shall-be-glad to hear-from-you when you-are-in-the-West.

6. Do-you-remember what-was done at-that-time? Yes-sir, I do.

7. I-have-the papers belonging to-them and they have-been useful to me.

8. If-you-will-do as I advise you-will-find it to-your advantage.

9. If-you-can-find the party I-will then see what-can-be done.

10. Are-you-sure it-will-be a good investment for-you?

11. I should-be-glad to-have-you go with me at-that-time.

12. In-some-respects I would like to-have-the matter settled at-once.

13. At-all-events, he will go by-the-way of New York.

14. See-you to it that-the work is well done and better-than before.

15. Are-you of-the opinion that it-will-be a good season for-the work.

16. If it-is agreeable to-you we-will go to-the country as-early-as possible.

17. Do-you-wish me to give-you the bill for-the goods you bought?

18. The all-creating, all-wise Power is all-sufficient for them.

Days of the Week and Months of the Year.

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

January

February

March

April

May

June

July

August

September

October

November

December

Figures.

For speed in writing numbers, figures should be used—except 1-6-11 which would conflict with shorthand notes—using the shorthand signs for hundredths, thousandths, millions, etc., thus:

3 28 (, 8 (425, 190 (318, 54 135 (249, 455 134 (825.

Punctuation Points and Typographical Marks.

Shorthand Signs.		Transcript Signs.	
Period		Period	.
Semicolon		Semicolon	;
Colon		Colon	:
Comma		Comma	,
Dash		Parenthesis	( )
Parenthesis		Brackets	[ ]
Brackets		Hyphen	-
Hyphen		Double quotation	" "
Emphasis		Single quotation	' '
Capitalizer		Doubtor ridicule	(?)
Caret		Exclamation	!
Pleasantry		Wonder	(!)
Interrogation		Caret	^
Exclamation		Apostrophe	'
Et Cetera			

Signs Used by Reporters.

Hear, hear

Hissing

Applause

Laughter

Omission, blank or something unfinished.

Letters.

New York City, N. Y.,
Oct. 14, 1900.

Miss Nellie McConnell,
617 Pocono St.,
Baltimore, Md.

Dear Miss McConnell:

Replying to your esteemed favor of recent date, would say that we can accommodate your party with two comfortable communicating rooms for from fifty-two to sixty dollars per week, terms varying according to size and location of the rooms.

An elevator runs from the street level to all floors and the rooms are located on either side of spacious halls which makes them all very desirable.

We enclose one of our Booklets which will acquaint you with further information relative to our Hotel, etc.

Trusting that we may have the pleasure of entertaining you at the Binghampton, and assuring you of our best efforts to please and make you comfortable while with us, we remain,

Yours very respectfully,
J. W. Clinton, Mngr.

Atlantic City, N. J., July 15, 1900.

Mr. J. W. McIntire,
345 Broadway,
New York City, N. Y.

Dear Sir:

We are in receipt of your esteemed inquiry of the 13th inst. and in reply to same we have to say that we can give you a good

room and excellent accommodations for yourself, wife, maid and children, at the rate of one hundred and twenty dollars per week. This would be on the first sleeping floor, ocean side of the house, but would not include private bath, which accommodation would be charged for extra.

Our Hotel contains every convenience, including passenger elevator, sun parlor, electric lights, bells, etc. It is located on the Boardwalk, near the merry-go-round and all other amusements.

Should you decide to patronize us during your visit to the seashore, we would suggest that you advise us as early as possible when you expect to be here, so that we can reserve rooms for you, as we are almost entirely booked for the coming season.

Our coach and coachman meets all trains and he will look after yourself and baggage.

Very truly yours,
ATLANTIC HOTEL CO.

ATLANTIC CITY, N. J.,
Oct. 13, 1901.

F. W. JAMISON, ESQ.,
625 Pennsylvania Ave.,
Pittsburg, Pa.

DEAR SIR:

This will introduce Mr. Edward Brown, the young man of whom I spoke as being competent to fill the position now vacant in your office. He is honest, intelligent, rapid and accurate in his work, and having had experience in your line of work would be valuable to you in many ways.

A trial will prove his worth.

Yours very truly,
J. W. JACKSON.

Atlantic City, N. J.,
Oct. 16, 1901.

J. W. Johnson, Esq.,
325 North 15th St.,
Philadelphia, Pa.

Dear Sir:

In accordance with your request, I herewith make formal application for the position in your office as book-keeper and correspondent.

During our conversation yesterday you asked if I could give you good references. I take pleasure in enclosing several from prominent men in whose employ I have been. I trust that you will give me a trial and assure you that I will take an interest in your work and endeavor to give satisfaction.

Hoping to receive an early reply, I remain,

Yours very truly,
J. W. Blackman.

New York City, N. Y.,
Sept. 19, 1900.

Geo. W. Colburn, Esq.,
95 Federal St.,
Boston, Mass.

Dear Sir:

We would call your attention to our magazine as an advertising medium, and are happy in being able to say that our patrons are greatly pleased with the results obtained through our columns, and we especially solicit your orders for our next issue (November

number), which will be out on the twenty-fifth of the preceding month, giving you plenty of time in which to arrange your advertisement.

Very respectfully yours,

CAMDEN PUBLISHING CO.

PHILADELPHIA, PA.,
August 5, 1900.

THE PENNSYLVANIA STEEL CO.,
Pittsburg, Pa.

GENTLEMEN:

When, and at what prices could you make and ship the following:

25 tons, 1-18 x 1-2, Best Refined Iron.
15 " 3-15 x 1-8, " " "
2 " 1 1-4 round, " " "
60 " 1 1-8 x 3-16, Good Common Stock.
75 " 1-8 x 3-8, made from Best Muck Bar.

These are odd sizes which we do not manufacture and which we desire to use in making up an order for a customer.

Also quote us on Pig Iron and Steel Billets by the car load, and greatly oblige,

Yours very respectfully,

AETNA IRON & STEEL CO.

New York City, N. Y.,
Oct. 2, 1900.

Mr. James Brown,
365 Broadway,
New York City, N. Y.

Dear Sir:

I note your advertisement in this morning's *World* for a Stenographer and beg to apply for the position. Have had several years experience in that line of work, also general office work, and can give you A1 references as to character, ability, etc.

Trusting that I may receive a favorable reply, I am,

Very respectfully yours,

Atlantic City, N. J.,
Sept. 18, 1900.

Mr. E. F. Clark, Pub.,
Trenton, N. J.

Dear Sir:

We notice that you are advertising largely in many of the leading magazines and would call your attention to our publication, the *Household Companion* and the *Farmer's Friend* as advertising mediums. We have written you many many times in regard to the matter, and we trust that you will at least give our columns a trial, as all those who have done so are pleased with the results obtained.

May we not have a trial order from you?

Yours very truly,

Black, Johnson & Co.

In the Days of Pin Hooks.

Once upon a time there was a small boy who lived with his cousin on a farm which lay along a wide white strip of road which was called the "Government Pike." There was a brook which ran through the little farm, past the meadows and across the fields, disappearing finally in the big woods, a dark mysterious forest, where terrible snakes were supposed to lurk. This little brook was a veritable wonderland to the boys, and indeed there were many strange and wonderful things about it. In the lower meadows there was a huge granite bowlder, half sunk in the water, and around this great rock schools of minnows could be seen. If you stood perfectly still the minnows would stay in sight, their shining forms looking like silver in the sunlight; but, if you even so much as lifted a finger the entire gathering would vanish with a whisk of their alert tails and the picture would be lost. And, in the edges of this pool, where a ponderous stone rested, were wriggling bands of tadpoles squirmily moving in blotches of inky blackness. Then, too, there were water bugs gliding across the pool swifter than spiders over a web, and sometimes the red-winged blackbird would light on a rusty stake that stood in the center of the pond and send out such a sweet clear whistle as only a boy, and a very small boy, ever hears. Further toward the red-brick farm house and on the edges of the brook were quantities of blue-flag lilies with veins in their delicate petals as fine and blue as those in a baby's wrist; and,

in the summer days there were numbers of dragon-flies, known to the boys as snake feeders; some of them were very small and blue in color, others black and white; and larger, and some others, biggest and most formidable of all, that flew menacingly toward the boys when they wandered along the brook. These creatures were well known to be in the habit of feeding the water moccasins, garter snakes and black snakes that frequented the marshy places along the brook, and they were therefore objects of terror to the urchins. Sometimes the kildee plover, gray, restless and with piercing cry, sprang up from the bare pastures and set quivering wing in the fresh June air. Sometimes a crow stalked warily about in the meadows, and always in the long warm summer days, the silent shadowy swallows wove a twisting mesh of flight above the water. Grass grew to the brook's edge, and violets, blue bells and the little starry white growth of miniature flowers peeped from the green mats of grasses. In the brook itself there were many curiosities. There were the crawfish, some of them of a rusty hue and some of them green. All of them were fond of swimming backward, and they lived in clay banks, in holes that were bored in the earth. They were fond of lurking under stones in the bottom of the pool. The boys captured many of them by wading in the shallow places and overturning the rocks where the crawfish had taken refuge. These crawfish were desperate fellows, too, and had cruel pinchers in the shape of two large claws with serrated edges; these were fastened into the victim with a leverage that made a small boy holler vigorously sometimes.

The boys had lately found excitement in fishing for the denizens of the brook, and every day they could be found bobbing patiently at the bridges across the stream, or from its banks. How they ever learned the art of angling neither of them could have told; it seemed to have been instinctive, as a young hawk will reach for a bird, or a kitten catches a mouse; a predatory cruel instinct, maybe a relic of those dead ages when man roamed a savage and found his living with the stone spearhead, or the bone fish hook; at any rate they had found out how to fish and where fish worms could be found. Their initial trip was something to remember when everything else in life might fade away. The first nibble was a thrill of expectancy that set their hearts beating madly. The first bite was a delirium, and the first fish, flopping and tumbling in the grass, with its shining green colors, showing its fins, stretching in vain efforts to get back to the brook,—well that cannot be described. With bent pins for hooks, and with a can of red fish worms, they walked regularly to the brook and angled eagerly for the finny rovers among the pools and hollows. Their hooks were pins bent to a proper shape, and for corks they had stoppers from various medicine bottles which they had abstracted from the top shelf in a set of shelves from grandma's room.

General Release.

TO ALL TO WHOM THESE PRESENTS SHALL COME OR MAY CONCERN, GREETING: KNOW YE, that I, George Jackson, of the City of New York, in the County and State of New York, for and in consideration of the sum of one dollar, lawful money of the United States, to me in hand paid by James Harris of the same place, the receipt whereof is hereby acknowledged, have remised, released, and forever discharged, and by these presents do, for myself, my heirs, executors and administrators, remise, release, and forever discharge the said James Harris, his heirs, executors and administrators, of and from all and all manner of actions, cause and causes of action, suits, debts, dues, reckonings, sums of money, accounts, bonds, bills, specialties, covenants, contracts, controversies, agreements, promises, variances, trespasses, damages, judgments, executions, claims, and demands whatsoever, in law or in equity, which against the said James Harris I ever had, now have, or which my heirs, executors or administrators hereafter can, shall, or may have for, upon, or by reason of any matter, cause or thing whatsoever, from the beginning of the world to the day of the date of these presents.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this twenty-fifth day of January, in the year one thousand eight hundred and ninety.

GEORGE JACKSON. (SEAL)

Sealed and delivered
in the presence of
John J. Whitney.

Stipulation.

THIS INDENTURE made this day of November in the year of our Lord one thousand nine hundred

BETWEEN Anna Reynolds, Trustee, and John Reynolds, her husband, of the City of Trenton, County of Mercer, and State of New Jersey, party of the first part, and

Rebecca J. Jones, of the City, County and State aforesaid, party of the second part.

WHEREAS, Rebecca J. Jones, in accordance with the provisions of a certain Indenture made and executed on the tenth day of July in the year of our Lord one thousand eight hundred and eighty-eight between the Hollywood Beach Company, a corporation existing under the laws of the State of New Jersey, and Anna Reynolds, Trustee for Rebecca J. Jones, recorded in the Clerk's Office of Mercer County, at Trenton, N. J., in Book 126 of Deeds, folio 126, &c., has made a written request to the said Anna Reynolds, Trustee, to convey to her, the said Rebecca J. Jones, the premises contained in the aforesaid Indenture and hereinafter described. Now, therefore,

THIS INDENTURE WITNESSETH that the said party of the first part, in consideration of the sum of One Dollar, to them duly paid before the delivery hereof, hath remised, released and forever quit-claimed, and by these presents doth remise, release and

forever quit-claim to the said party of the second part, and to her heirs and assigns, all that lot, tract or parcel of land and premises, hereinafter particularly described, situate, lying and being in the City of Trenton, in the County of Mercer, and State of New Jersey, bounded and described as follows:

BEGINNING at a point in the Westerly line of Morris Avenue one hundred and eighty-five feet Southwardly from the Southerly line of Maine Avenue and running thence, (1) Westwardly parallel with Main Avenue one hundred and twenty-five feet; thence, (2) Southwardly parallel with Morris Avenue thirty feet; thence, (3) Eastwardly parallel with Maine Avenue one hundred and twenty-five feet to the Westerly line of Morris Avenue; thence, (4) Northwardly along said Westerly line of Morris Avenue thirty feet to the place of beginning, with the appurtenances and all the estate, right, title and interest, claim or demand whatsoever, of the said party of the first part therein,

TO HAVE AND TO HOLD the same unto the said Rebecca J. Jones, her executors, administrators and assigns forever.

IN WITNESS WHEREOF I have hereunto set my hand and seal this eleventh day of November, in the year of our Lord one thousand eight hundred and ninety-one.

JOHN BOWEN. (SEAL)

In the presence of

WILLIAM BLACKWELL.

Affidavit.

KNOW ALL MEN BY THESE PRESENTS, that I, Mary White, of the City and County of Philadelphia and State of Pennsylvania, daughter of Peter B. Cooper, deceased, have made, constituted and appointed and by these presents do make, constitute and appoint Sarah J. Cooper, of the City, County and State aforesaid (widow of Peter Cooper) my true and lawful attorney for me and in my name, place and stead, and to my use, to do all and every manner of business whatsoever, and especially to collect all manner of income which is due or may become due to me, including rents, dividends and interest on bonds or mortgages; to demand, sue for and receive of any person or persons and to give acquittances for all sums of money, debts, dues and demands whatsoever, which are due or owing or of right belonging to me, and to use all lawful means for the recovery thereof and to compound and agree for the same; to receive any moneys or valuable thing which is due or may become due to me by reason of the death of any person whatsoever or through the last will and testament of any person whatsoever; to buy and manage and sell real estate upon any terms whatsoever; to give and execute a mortgage or mortgages or to take a mortgage or mortgages upon the sale of any real estate bought, sold, managed or in any way handled under the power conferred under these presents, giving my said attorney full power to do everything whatsoever requisite and necessary to be done in the premises, as fully as I could do if personally present, hereby ratifying and confirming all that my said attorney shall lawfully do or cause to be done by virtue hereof.

IN WITNESS WHEREOF I have hereunto set my hand and seal this fourteenth day of June, A. D., one thousand nine hundred and one.

Signed, sealed and delivered }
in the presence of }

Agreement.

THIS AGREEMENT, made this day of in the year of our Lord one thousand nine hundred and one, between trading, &c., as John Harrington & Co., of Philadelphia, Pennsylvania, hereinafter called the Contractor, of the first part and James Henry, Josiah West and Jacob Finley, Water Commissioners of the City of Mahoning City, a municipal corporation of the State of Pennsylvania, of the second part.

WITNESSETH THAT:

1. The Contractors for the consideration hereinafter agreed to be paid to them by the said parties of the second part do covenant and agree with the said parties of the second part that they, the Contractors, will paint two stand-pipes belonging to or under the control of the Water Department of the City of Mahoning City, in accordance with and in all respects conforming to the specifications submitted by the said Water Department of Mahoning City, which said specifications are marked for identification by the signatures of the parties hereto; and that they, the Contractors will well and sufficiently furnish and provide without delay all necessary work and materials for the completion of said work.

2. In consideration of the faithful performance of the covenants and agreements entered into by the said Contractors, the said parties of the second part hereby agree to pay to the said Contractors the sum of Five Hundred Dollars ($500) upon the completion of the work under this agreement to the satisfaction of James Jackson, Superintendent, and the acceptance of the same by the said parties of the second part hereto.

IN WITNESS WHEREOF, the said parties hereunto have duly executed these presents this day of A. D., one thousand nine hundred and one.

Signed, sealed and delivered }
in the presence of }

Notice of Taking Depositions.

IN THE UNITED STATES CIRCUIT COURT

For the Southern District of New York.

J. BROMWELL, *et al,*

vs.

JOHN K. PETERSON, *et al.*

Please take notice, that on the 25th day of June, 1890, at ten o'clock in the forenoon, I shall, at my office, Numbers 45 and 48 Drexel Building, New York City, begin to examine witnesses and introduce proofs on the behalf of the above cause. Said examination will be conducted before Jacob A. Jackson, Esq., a standing examiner in this Court, or other competent officer, and will be conducted and continued from day to day until completed.

You are invited to attend and cross-examine.

Respectfully,

J. Edward Blank,

Defendant's Solicitor.

New York, June 20, 1890.

To J. W. Walsh,

Complainant's Solicitor.

Acknowledgment of a Deed.

PHILADELPHIA,
PHILADELPHIA COUNTY, } *ss.:*

Before me, the subscriber, one of the justices of the peace, within and for the said county, personally appeared the above named Jacob White, who in due form of law acknowledged that he did sign and sealed the above indenture as his free act and deed.

IN WITNESS WHEREOF I have hereunto set my hand and seal this twentieth day of Nov., A. D., 1892.

EDWARD HOWELL,
Justice of the Peace.

CUMBERLAND COUNTY CIRCUIT COURT.

JAMES JOHNSON
vs.
HENRY DRISCOLL,
ANDREW CONNELLY,
and
ANNIE DRISCOLL

In Ejectment.
Rule for Judgment.

This cause being regularly on list for trial at the April term of the Cumberland County Circuit Court and being called and both parties appearing and the cause being moved by the plaintiff and a jury being impaneled and sworn and the evidence offered by the parties submitted and the respective parties by their counsel being heard and the judge having charged the jury and the jury having retired to consider of their verdict come again into Court and say they find the defendants guilty of the trespass and ejectment above laid to their charge in manner and form as the said plaintiff hath hereof complained against them.

IT IS THEREUPON ORDERED, on this seventeenth day of April, A. D., one thousand nine hundred and one, that judgment final be entered against said defendants and in favor of said plaintiff and that the said plaintiff do recover against the said defendants possession of the premises aforesaid with the appurtenances and also recover against the said defendants the sum of six hundred and fifty-five dollars for its costs and charges by it in this behalf laid out and expended by the Court now here adjusted to the said plaintiff and with its assent according to the form of the statute in such case made and provided and that the said Delaware City have execution thereof, &c.

On motion of

_____

Plumber's Specification of Work and Materials.

The Contractor shall find, provide, fix good and complete, as the progress of the work requires it, all the necessary fixtures for hot and cold water in each and every story as hereinafter called for by these specifications or shown on the plans.

Also, all soil, waste, lead and iron pipe to make the whole complete and in proper working order as shown by the drawings or hereinafter described, and according to the Rules and Regulations of the Board of Health.

The materials to be of the best description or as hereinafter specified.

The Plumber to obtain and pay for all permits of every description.

PIPING:

Main supply to be taken from city main through a 1 1-2 inch tin-lined galvanized iron pipe and run to top of boiler in Boiler Room. To have a street shut-off and waste in ground with shut-off gas pipe, rod and handle. From this main run a 1 inch galvanized iron pipe to supply the kitchen, toilets and bath room in rear wing of house; run a 3-4 inch galvanized iron pipe to supply the toilet in basement, a 3-4 inch galvanized iron pipe to supply all the bath rooms and toilets in middle part of house, and also another 3-4 inch galvanized iron pipe to supply all the fixtures in the front wing. Each branch rise to have a shut-off cock with drip and waste. The sinks, bath tubs, water closets, and lavatories to be supplied with hot and cold water through a 3-4 inch galvanized iron pipe. The

two water-backs of range to be connected with the boiler with 1 inch galvanized iron pipe.

The supply of hot water to be taken from the boiler through a 1 inch galvanized iron pipe to front of house and 3-4 inch galvanized iron branch risers to supply fixtures in each floor.

All water service pipes to be put up on wood stripping ,prepared by carpenter, and secured with straps and screws. No pipes to be run where there is danger of freezing, or if the same is necessary they must be thoroughly packed with mineral wool, and encased by carpenter.

All pipes to be evenly graded so as to drain dry when water is turned off.

All connections of lead pipes to be made with wiped soldered joints. All connections of lead pipes with iron pipes to be made through brass ferrules, soldered to the lead, and calked with lead and oakum into the iron hub.

To have the necessary stops and wastes on each floor.

SALT WATER SUPPLY.

The Contractor to give a separate estimate of the expense of laying a line of 3 inch galvanized iron pipe from Boiler Room to the ocean and extending into the same a distance of
feet and have the necessary strainer, etc., at the end. Also the necessary piping for supplying the bath tubs in the 2nd, 3rd and 4th floors with hot and cold sea water, all pipes to be 3-4 inch galvanized iron pipe. A Worthington double-acting pump to be provided and put in proper order, run by steam from boiler. Also a 60-gallon hot water heater to heat the same.

DRAIN OR SEWER.

There will be a line of 6 inch salt glazed pipe, first quality Akron, connecting with the main sewer. Must be laid with great care and in accordance with City Regulations. To have a uniform grade of not less than 1-4 inch to the foot. All joints to be made absolutely tight with fresh Portland Cement. Trenches to be filled in and thoroughly tamped.

The salt glazed sewer pipe to be joined at building line with a line of standard iron pipes *not tarred*, 6 inch diameter, and run from there to take the different vertical rises of soil pipe. Each horizontal line of soil pipe to have hand-hole for cleaning with opening above in floor for convenience of cleaning.

DRAIN TRAP:

In the line of main drain, place an earthen running trap, same size as pipe, with hand-hole for cleaning. Between the trap and house insert a T branch, and carry from same to grade line a 3 inch iron pipe to sewer as a fresh-air inlet, same to be covered with a ventilating cap

SOIL PIPE:

Connect with the main drain below first floor level the different vertical rises of 4 inch standard iron soil pipe, not tarred. These lines of soil pipe to have all the necessary branches for connecting with the different fixtures. Pipe to be secured to wall with iron hold-fasts. All joints calked with oakum and run with molten lead, and bedded with calking iron hammer. This line to be closed at bottom and subjected to water test in presence of Architect. Each separate line of soil pipe to have ventilating pipe of 4 inch cast iron run to 3 inches above roof and made thoroughly water-tight around same.

BATH TUBS:

In each bath room place a porcelain-lined roll rim tub 5 feet 6 inches over all. To have rubber plug and chain complete. Supplied with hot and cold water. To have nickle-plated combination bath cock and trapped with 1 1-2 inch Bennor Trap. Bath Tubs to have two extra N. P. Combination Cock for the salt water supply. The bath tub in Servants' Bath to be a steel-clad wood rim.

WASH BASINS:

In each Bath Room where shown on plans, place a white marble countersunk wash basin with overflow, size 19x26 inches. with 8 inch back and end where required.

The toilet rooms on 2nd, 3rd and 4th floors, to have a two-bowl wash basin, size 19x49 inches, with back In the men's toilet place a three-bowl wash basin, size 19x60 inches. These basins to be supported on jappaned brackets. To have nickle-plated compression basin faucets, plated stay, chain and plug. Waste through 1 1-2 inch pipe trapped with 1 1-2 inch S-trap with screws. To be supplied with hot and cold water. Bowls to be 14x17 inches.

The servants' toilets to have porcelain-lined combination slab and 14x17 inch oval bowl, with painted iron brackets. Nickle-plated plug and overflow strainer with two N. P. basin cocks.

CLOSETS:

In each bath and toilet room where shown on the plans place a plain Public Closet with H. 215 Hardwood seat and lid attached to bowl, No. 138 Giant Round Corner tank and tank board with lead supply and flush pipes, or the plain Cuba outfit complete of the John Douglass Co. Catalogue Plate 50. Every closet is to be put in first-class working order.

All the fixtures for the entire house to be furnished by the Contractor at a cost of (including shades) $800. They are to be selected by the Architect and the cost of same whether more or less is to be allowed to the Contractor or allowed by him to the owners as the case may be.

Business Words.

printer
advertiser
circulation
headquarters
testimonials
indicating
conscientious
recommendation
enthusiastic
solicitation
arrangement
prominent
collaterals
guarantee
obligations
heretofore
prefer
quotations
stipulated
negotiating
indebtedness
enterprise
examination
enumerated
destination
comparatively
expenditure
anticipation
recommend
speculating
remittance
magazine
published
announcement
illustrated
supplements
adaptation

undervalued
columns
elsewhere
attempted
anxious
mentioned
drafts
mortgage
financial
contrary
narrow
coupon
investor
circumstances
protective
default
limitation
ascertaining
accessory
traffic
inquiry
departure
embarrassed
municipal
medium
periodical
officer
investment
characteristic
pronounced
persistent
patron
discriminating
especial
standard
economize
considerable

importance
construction
continuous
securities
esteemed
interpretation
liquidate
machinery
bonds
comprehensive
physical
adequate
maintenance
detrimental
presentation
encumbered
acquainted
remunerative
distributed
well-assorted
manufactured
stationary
serviceable
reputation
indicate
excavation
engineer
construction
supervision
anticipate
connecting
career
slightest
arbitrary
appointment
separator
unfilled

factory
perused
salesrooms
inestimable
obedient
efficient
utterance
misunderstanding
non-payment
arisen
intentional
unforeseen
social
inexcusable
radical
equitable
complaint
petitioning
bargained
assignment
personally
executrix
specifically
release
specialty
controversies
variances
judgements
equity
decedent
deponent
testamentary
indenture
occupancy
bequeathed
unmarried
extensively
division
literature

customers
soliciting
intercourse
error
specification
diameter
communicate
deliberation
employes
ridiculously
acquainting
encouragement
qualification
infringing
discount
pneumatic
standard
ownership
certify
capable
assert
bountiful
supplemental
jeopardize
backward
injunction
oft-repeated
advancement
description
apparently
carelessness
pursuant
plaintiff
sold
substitute
benefit
executor
individual
supplementary

remise
covenants
agreements
trespasses
allowance
witness
married
bankruptcy
endeavoring
designated
legacies
surrogate
permanent
wholesale
relation
maturity
jobber
inducement
consultation
incentive
embankment
grading
dimensions
terminals
controlling
exhausted
misfortune
delinquent
irrevocably
illustrated
shortage
courteous
assistant
candid
confidential
clashing
cramped
non-collection
indebtedness

conveyancer
cultivator
plowing
assisting
estimated
catalogue
predominate
future
assertion
adjustable
annexed
cancel
Marseilles
assortment
pink
Lyons
samples
trimmed
stiffer
disinclined
drawee
tennacies
natural
suffering
inappropriate
disclosure
unwarned
severally
identified
re-organization
consolidated
equip
hereinafter
successors
consecutively

certificate
registered
stability
phosphate
custody
criminal
detention
sworn
compensation
franchises
involuntary
imposture
forbid
swindling
resolution
usefulness
independent
association
accurate
excrescences
stomach
rendered
exuberance
nourished
ingenuity
clustered
agriculture
citizen
foreign
destruction
majority
appropriation
adaptation
patriotic
superstition
development
concentration
process
illusion

deceive
inviolate
endorsement
appurtenances
ensealing
divulged
propriety
incarceration
innocent
penalty
valid
previously
modification
positively
installment
mentioned
admission
inclusive
secretary
operatives
indiscriminating
complicity
amenable
tribunals
suspended
merchandise
constituting
atmosphere
pursuance
prisoner
materially
contingencies
abundance
integrity
commenced
earlier
muttered
congenial
centralized

investigate
duplicate
verified
defendant
hinderance
formula
assigned
virtue
administer
prosecute
lieu
contempt
reckonings
contracts
promises
damages
executions
schedules
devises
carried
intimately
promissory
uncertainty
furniture
equivalent
levy
proceeding
eastward
eastern
improbable
harassed
essential
impede
resistance
decline
critical
reflection
partiality
qualification

discouraging
manifiest
natural
artifices
discountenance
triumph
discriminations
progressive
incompetent
intrinsic
assumed
repeatedly
suspended
judiciary
multitude
insurrection
transporting
alliances
belligerent
attendants
attendance
presents
presence
nodded
registered
equipped
augury
wanes
dogged
tympanums
plinths
fac-simile
wainscot
glazed
semi-circular
planed
casings
ornamented
ceiling

sheathed
pediment
southward
westward
southern
transmitted
conjecture
unanimous
headquarters
perceiving
sacrifice
retirement
perplexed
disapprove
consolation
appearances
unfrequently
solicitude
internal
alienate
concentrate
outweighed
interior
anticipate
community
abolish
firmness
annihilation
naturalization
conservative
frontiers
rectitude
population
fragments
importance
affixed
verdict
threadbare
wharves

acquaintance
shakes
chamfered
joists
jambs
cognizable
licensed
crystal
transoms
cornices
girders
galvanized
linseed
bedded
bed-mold
serrated
accomplish
northward
northern
prudent
harass
dissolution
persuaded
trifling
concoct
administer
continuance
inclination
incompatible
exertion
patriotism
constancy
auspices
prosperity
external
indignantly
derived
habitual
intentional

reminiscences
legislature
assent
fatigue
tranquil
dependent
assembled
unwarrantable
fraternal
asunder
encroaching
cocoanut
stationery
ware
aforenamed
aforementioned
tenant
excellent
pillar
interwoven
bias
dissimilar
mischief
candor
remonstrated
contempt
workmanship
misapplication
furnace
dwindled
intrepid
penetrate
guardianship
disappearance
self-reproach
desperation
preconcerted
envelope
competent

permanency
expulsion
departure
tradesman
accomplished
sacrificed
canvass
organized
scientific
achievement
curious
proclaimed
assembled
sustained
overwhelming
misrepresented
controversies
sentiment
desirable
generation
laborers
adequate
various
economically
exchange
therewith
narrow
forced
expansion
policy
thrift
violence
privilege
transmitted
original
patriotism
eloquent
destitute
beautiful

umindful
interior
unaccountable
hereditary
momentous
entertained
pursuit
criticised
gallery
divest
resort
currency
infamous
exceedingly
industrial
scientists
perceptible
embarked
suspicion
preservation
fastened
discussion
precision
approbation
introduction
repugnant
reluctant
diminution
illustration
commodity
fluctuation
formidable
limited
exchangeable
incidental
gradual
legislative
insult
interposition

vegetable
perishable
associated
rebellion
cupola
starvation
carpenter
unexpectedly
captivity
tremendous
perilous
exemplified
unmistakable
excessive
perpetually
maintained
completion
political
commended
electrical
elevators
disappeared
indifferent
exclamation
accustomed
appearance
ancestors
lengthened
eminence
majority
announce
unqualified
landlord
undergoing
depression
wages

instrument
distress
additional
artificial
depreciation
counteracted
alteration
sharply
described
enormous
immense
discounted
indication
uninterrupted
rate-cutting
agitation
impetus
disaster
uncertainty
anxiety
disinterested
systematic
discrepancy
dictated
multiplicity
unquestioned
unsatisfactory
handle
accommodate
mixture
profit
necessity
unawares
premature
premium
accordingly
subscription

manager
severity
reservoir
ordinary
electricity
planting
impression
fertilizer
implement
illumination
manufacturing
requirements
substantiate
workmanship
immediately
velvet
colored
Nile
confirmation
hosiery
silk
boarding
fluctuate
registered
seemingly
earnings
reaction
eliminated
intelligence
professional
protracted
par
widespread
investigation
disappointment
disposition
outstanding
endorsed
weevily

accumulation
privilege
augmented
anxious
congratulate
endeavor
shelled
scientific
semi-annually
inevitable
insurance
adjusting
exposure
constituting
treacherous
competition
burners
discretion
bargain
barrels
passenger
boiler
bushels
combined
square
apparatus
prismatic
appreciate
inconvenience
attractive
travelers
unfilled
iridescent
quality
coral
quantity
bankers
ribbed
competitors

matched
telegram
exchange
preparatory
narrowness
precipitate
forbidding
developments
connection
coinage
circles
industry
attributable
conflicting
unfortunate
denomination
manipulation
pests
ultimately
instanced
exporter
mixed
margin
absolute
definite
embarrassment
mutually
relative
diagram
certificate
hindermost
dangerous
membership
disable

institutions
ingratitude
encounter
exhilarating
expanded
congratulate
earnestly
recovery
legislation
circumference
classification
departments
gratitude
harmony
consolation
gigantic
arduous
reconciled
nonacceptance
hereditaments
excavated
provocation
delusive
inflict
unsuspecting
reversal
safeguard
negotiate
mortgage
approximately
unlicensed
efficient
jurisdiction

complainant
organized
transferable
organization
absolutely
swollen
unprecedented
malice
dangerous
cultivation
society
competence
indolent
continuous
mechanical
masticate
sympathies
exhaustless
thunder
matured
foundation
sovereign
administration
fascination
exultation
modern
selfishness
mechanic
appliances
reconciliation
warrant
recognizable
specifications

erroneous
contending
appointment
convenience
dividends
declare
instrument
facilitate
identical
perceive
suspicious
criticism
social
fraudulent
countermand
enroute
rush
arctics
inexcusable
hounding
petitioner
affidavit
assets
summons
insolvent
disregarding
merchandise
substitute
assignment
prefer
copartner
recompense
ratify

Abbreviations.

Et Cetera .....etc., &c.
Hundred weight .....cwt.
Merchandise .....Mdse.
Administrator .....Admr.
Administratrix .....Admx.
Attorney .....Atty.
Against .....v. or vs.
Assistant .....Asst.
And others .....et al.
Common Pleas .....C. P.
Defendant .....Deft.
Plaintiff .....Pltf.
Post Office .....P. O.
Post Master .....P. M.
Superintendent .....Supt.
God Willing .....D. V.
Avenue .....Av. or Ave.
Ad libitum .....ad lib.
Id est (that is) .....i. e.
Manuscript ....MS. (pl. MSS.)
Postscript .....P. S.
Pro tempore (for the time) pro tem.
Secretary .....Sec.
Senior .....Sr.
Junior .....Jr.
Take Notice .....N. B.
Videlicet (namely) .....viz.
All correct .....O. K.
Captain .....Capt.
Lieutenant .....Lieut.
Adjutant General.....Adj. Gen.
Next month .....prox.
Before Christ .....B. C.
In the Christian Era.....A. D.
Agent .....Agt.
Forenoon .....A. M.
Afternoon .....P. M.
Noon .....M.
This month .....inst.
Last month .....ult.
Account .....acct., a-c.
Barrel .....bbl.
Brother .....Bro.
Care of .....c-o.
Credit .....Cr.
Debtor .....Dr.
Cash on delivery.....C. O. D.
Dozen .....doz.
Draft .....Dft.
Errors excepted.....E. E.
Errors and ommissions excepted E. & O. E.
Doctor of Divinity.....D. D.
Bachelor of Laws.....LL. B.
Doctor of Laws.....LL. D.
Doctor .....Dr.
Doctor of Medicine.....M. D.
Reverend .....Rev.
President .....Pres.

Mister .....Mr.
Mistress (pronounced Misses) Mrs.
Messieurs (Fr. plural of Mr.) Messrs.
Madame (Fr.).....Mme.
Mesdame (Fr. plural)...Mmes.
Honorable .....Hon.
Esquire .....Esq.
Governor .....Gov.
Chancellor .....Chanc.
Vice-Chancellor .....V. Chanc.
Vice-President .....V. Pres.
Professor .....Prof.
General .....Gen.
Lieutenant General.....Lt. Gen.
Major General.....Maj. Gen.
Brigadier General ....Brig. Gen.
Colonel .....Col.
Lieutenant Colonel.....Lt. Col.
Manufacturing ....Mfg., Mnfg.
Namely .....SS., ss.
For example.....e. g.

Foreign Phrases.

Ad libitum .....at pleasure.
alias .....otherwise.
alibi .....elsewhere.
bona fide .....genuine.
contra .....against.
carte blanche ...with full power.
debut .....first appearance.
ex officio.....by virtue of office.
en masse.....in a body.
in toto.....in the whole—entire.
interim .....in the meantime.
mal a propos.....ill-timed.
nee .....family name.
nom de plume....assumed name.
non compos mentis of unsound mind.
per capita.....by the head.
per diem.....by the day.
per se.....by itself.
prima facie.....on first view.
pro et con.....for and against.
tete a tete.....face to face.
verbatim et literatim...word for word and letter for letter.
Vice versa....the case being reversed.
Viva voce....by word of mouth.

Abbreviations of States and Territories in the United States.

Ala.
Alas. T.
Ariz.
Ark.
Cal., Calif.
Colo.
Conn., Ct.
Del.
D. C.
Fla.
Ga.
Ia.
Ida.
Ill.
Ind.
Ind. T.
Kans., Ks.
Ky.
La.
Md.
Mo.
Mass.
Me.
Mich.
Minn.
Miss.
Mont.
N. C.
N. Dak.
N. J.
Neb.
N. H.
N. Mex. T.
N. Y.
Nev.
O.
Okla. T.
Ore.
Pa., Penn.
R. I.
S. C.
S. Dak.
Tenn.
Tex.
U.
Va.
Vt.
Wash.
W. Va.
Wis.
Wyo.

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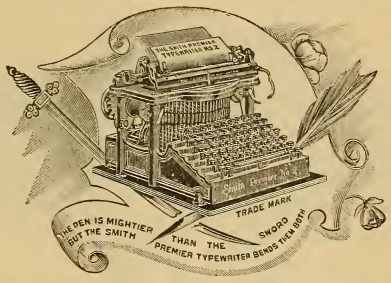

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